

Manufacturing - Operations Manager

Location: Newtownards

Salary: up to £40kPA, Full time

Thanks to continuing strong growth and recent diversification, PIP Chemicals Limited is seeking to add to its team with an Operations Manager, covering the manufacturing operations

PIP Chemicals Limited is a chemical manufacturing company, supplying cleaning, care and protection products, to the auto industry as well as specialising in high quality biocidal solutions. We provide a large range of specialist and non-specialist products, manufactured in-house and we pride ourselves on being able to offer technically superior solutions, compared to our competitors. This has led to the business doubling in size over the previous 3 years and, with the ongoing assistance of Invest NI, we have invested heavily in the core systems of our business, allowing us to scale up operations, as and when required.

The business is comprised of two complimentary areas: Research and Development and Manufacturing. The main purpose of the role is to take responsibility for the output and advancement of the manufacturing area of the business. The individual will report directly to the General Manager, working closely to ensure that manufactured output is safe, efficient and – at all times – to the highest possible standard.

Key Responsibilities:

- Ensure that demands for manufacturing output are met quickly and efficiently.
- Ensure that safe operating practices and company procedures are maintained, at all times.
- Ensure that the quality of the manufactured goods maintain a superior standard
- Manage production staff ensuring efficient operation, staff wellbeing and safety and continued development and growth.
- Strive to continuously and proactively improve the operation, by any means possible.

The ideal candidate will have extensive experience of batch manufacturing, underpinned by defined processes and organised by an ERP. The most ideal candidate will have experience working within the chemical industry although this is not essential. They should be flexible and willing to learn quickly being able to apply themselves not only to the management of individuals, but also of the plant. This requires a comfort with equipment such as forklifts, weighing equipment, missing equipment and similar. Whilst specific knowledge of any individual piece of equipment is not required, a demonstrable comfort with working with heavy equipment would be highly beneficial

Necessary skills/education:

- 5 or more years' experience of batch manufacturing, in an industrial environment
- 3 or more years' experience managing a manufacturing area
- High level of competence with industrial process equipment
- Experience of some form of lean type manufacturing
- Health & Safety training and associated qualification
- Experience using ERP software systems
- Forklift Training and qualification
- GCSE Chemistry (or higher)
- English GCSE (or equivalent)
- *Existing* permit to work within the UK

Desirable (non-essential) skills/education:

- Experience of chemical manufacturing
- Knowledge of SAP Business One
- General Engineering background

Full training will be provided to ensure that the individual is able to carry out the role to the best of their abilities.

Our business relies on the people running it and we consider it critical that our new team members are not only suited to their roles but are happy and excited to help us be the best we can be and to grow, as the company grows around them.

Questionnaire

Dear ,

Many thanks for your interest in the Manufacturer – Lead Mixer role. We would appreciate if you would be able to answer the following questions. These are intended to gain a better understanding of your current experience, for screening purposes. Please be relatively brief, keeping to less than 100 words per question.

- 1. Are you used to working within a small team, where your input is critical to the success of the team? If so, please provide examples of your role in the team and your responsibilities.*
- 2. Have you experience of working in a manufacturing role? If so, please detail the type of goods being manufactured and your role in the process.*
- 3. Have you experience working with industrial equipment, mechanical, electrical, pneumatic or otherwise? If so, please provide examples of times where you have used or been responsible for such equipment.*
- 4. Are you comfortable working in an industrial environment which sometimes requires some physically demanding tasks?*
- 5. Have you any experience working with chemicals? If so, please provide examples and detail anything you consider relevant to this.*
- 6. Have you experience maintaining records and reporting issues, if and when they occur?*
- 7. Have you undergone any forklift training and, if so, if your certification up to date?*
- 8. If selected, do you require specific notice to be available for interview and what is the notice period for your current position?*

If you have not already, please email (adam@pip-chemicals.co.uk) your CV, or post to:

PIP Chemicals Limited,
Unit 6 Kiltonga Industrial Estate
Newtownards
BT23 4TJ

I would appreciate if you could complete this at your earlier convenience, not later than 7 working days after receipt.

All the best,

Adam Hunniford

Interview Questions:

1. Outline your employment history, indicating, where relevant, how it demonstrates you are suitable for this role.
2. In this role, it is important that you will be able to work very closely with a small team of people. Can you tell me about any times where you have done so before?
3. Following on, there will be times when you have to work alone and the responsibility to meet the needs of the customer falls upon you. Can you tell me about any times where you have had to work on your own, to meet company goals?
4. Generally, the manufacturing will be outlined in detail but, on occasion, things will go wrong. Can you give me any examples of times where a problem has occurred in your job and the steps you took to minimise the impact?

5. The job will entail the use of a variety of equipment and this needs to be maintained to ensure it is safe and efficient in use. Can you tell me about any experience you have where you have had to learn about new industrial equipment?

6. There are lots of varied elements to the job. Can you tell me about any 'unusual' activities you have had to carry out in the work place?

7. Can you tell me why you are looking to move on from your current job?

Housekeeping

8. This job is fundamentally physical in nature. Are you able and willing to be on your feet all day and frequently carry out physically demanding tasks, such as lifting and pouring drums?

9. Are you entitled to work in the UK and do you have any necessary work permits or Visas?

10. What is your current salary and what are your salary expectations?

11. What is your current notice period?

12. The hours of work are Monday to Friday, 9-5pm but there may be requirement for occasional work outside of these hours. Is that OK?

13. Is there anything else you would wish to tell us which you think might be important?

14. Have you any questions for us?

Product Technician

Location: Newtownards

Salary: £25-30kPA, Full time (37.5hr week)

Thanks to continuing strong performance and growth, PIP Chemicals Limited is seeking to add to its team with a Product Technician.

PIP Chemicals Limited is a chemical manufacturing company, supplying cleaning, care and protection products, to the auto industry. We provide a large range of specialist and non-specialist products, manufactured in-house and we pride ourselves on being able to offer technically superior solutions, compared to our competitors. This has led to the business doubling in size over the previous 3 years and, with the ongoing assistance of Invest NI, we have invested heavily in the core systems of our business, allowing us to scale up operations, as and when required.

The main purpose of this role is to translate customer and product needs into delivery. After initial training, the individual will work closely with the Development Lead and provide support to manufacturing staff.

Key Responsibilities:

- Assist in new product development
- Carry out product stability and characteristic testing
- Manufacture samples and pilot production batches.
- Carry out quality control testing
- Contribute to product testing

Suitable candidates will have laboratory experience and will have strong record keeping skills. Of primary importance for this role, is a logical and methodical thought process, to ensure that tasks are carried out according to operating guidelines and that all results can be reproduced when formulations are translated into production.

Necessary skills/education:

- A-level Chemistry
- English GCSE (or equivalent)
- 3 or more years' experience in a laboratory environment
- Strong Record Keeping skills
- Good communication skills
- Logical and methodical approach

Desirable (non-essential) skills/education:

- Experience of chemical manufacturing
- Experience of Quality Control and Product Stability testing
- Experience of small/pilot batch manufacturing
- Forklift driving experience/qualification

Full training will be provided to ensure that the individual is able to carry out the role to the best of their abilities.

Our business relies on the people running it and we consider it critical that our new team members are not only suited to their roles but are happy and excited to help us be the best we can be and to grow, as the company grows around them.

Questionnaire

Product Technician

Dear ,

Many thanks for your interest in the Product Technician role. We would appreciate if you would be able to answer the following questions. These are intended to gain a better understanding of your current experience, for screening purposes. Please be relatively brief, keeping to less than 100 words per question.

- 1. Are you used to working within a small team, where your input is critical to the success of the team? If so, please provide examples of your role in the team and your responsibilities.*
- 2. Have you worked in or supported a product development role? If so, please detail your own part in this.*
- 3. Have you experience of supporting a manufacturing process? If so, please detail your role(s).*
- 4. What experience have you, working in a laboratory? Please give examples of your responsibilities.*
- 5. Have you ever had a role in product scale-up, from laboratory to production? Please detail.*
- 6. What experience have you with maintaining records, both electronic and otherwise? Please note any software with which you are familiar.*
- 7. If selected, do you require specific notice to be available for interview and what is the notice period for your current position?*

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Unit 6 Kiltonga Industrial Estate
Newtownards
BT23 4TJ

I would appreciate if you could complete this at your earlier convenience, not later than 7 working days after receipt.

All the best,

Adam Hunniford

Interview Questions:

1. Outline your employment history, indicating, where relevant, how it demonstrates you are suitable for this role.

(Ideally want answers about chemical background, surfactants would be great, lab experience, quality control, development, batch scale up)

2. In this role, it is important that you will be able to work very closely with a small team of people. Can you tell me about your experiences and how they might fit with this?

(Show can work in small team and doesn't need micromanaged)

3. Following on, there will be times when you have to work alone and the primary responsibility, for completing a project, would fall upon you. Can you tell me about any experience you have had where you have taken charge of the project on which you were working?

(Show doesn't need micromanaged and can work on own initiative if required)

4. The primary focus for this job will be in the lab. Given the small team, this will necessitate our technician to be very comfortable with lab equipment and machinery, in order to keep it running properly and, on instance, learn how to use new equipment. Can you tell us about any experience you have where you have had to learn the use of new equipment, yourself?

(show they are sufficiently hands on and won't fall over and need my help as soon as they encounter some new apparatus)

5. The job also entails the support of the manufacturing staff. Most typically, this will be providing quality control support, but it may also require you to make assessments of cause, when issues occur. Can you tell me about any times when you were tasked with finding the cause of a problem in a process with which you were involved?

(show an ability to think on the feet and do so within reasonable timeframe)

6. A further element of the job will consider how products are manufactured, in the factory. Whilst this will generally be routine, it will be important to be reasonably comfortable with the larger scale equipment so as to provide support to colleagues, should issues occur. Can you tell me about any experiences you might have with larger machinery or equipment, either in the workplace or otherwise?

(want evidence that they are adaptable and willing to get hands a bit dirty, if needed)

7. As a highly competent individual, there will be many scenarios where you can provide expertise or input to help further the business, beyond the obvious lab environment. Can you tell me about any other elements of your jobs or education where you have supported the organisation, beyond what would be considered your primary role?

(just looking for more on adaptability and willingness to be multifunctional. Also ideas on what else they might think they could do to help)

8. Why are you looking to move on from your current job or position?

(would like some interest in our area, interest in making bigger impact on the business direction)

Housekeeping

9. This job has a minor physical element and you would be on your feet all day with occasional need for some minor physical assertion. Would this present any issues?
(must be OK)

10. Are you entitled to work in the UK and do you have any necessary work permits or Visas?
(must be yes)

11. What is your current salary and what are your salary expectations?

12. What is your current notice period?

13. The hours of work are Monday to Friday, 9-5pm but there may be requirement for occasional work outside of these hours. Is that OK?
(must be yes)

14. Is there anything else you would wish to tell us which you think might be important?

15. Have you any questions for us?